American Public University System

Academic Services Librarian

Reports To: Director, Library Operations

Department: Library-Instructional Design

Office Location: Charles Town, WV

FLSA Status: Exempt

Date Posted:

Date Closing: Open Until Filled

Submit applications at http://www.apus.jobs

Synopsis of Role:

The Academic Services Librarian focuses on the delivery of electronic materials and interlibrary loans to American Public University System's (APUS) worldwide community. This position provides administrative maintenance of web-based library products and resources, including the University's content management system. The incumbent is part of headquarters staffing and maintenance of physical collections/archives, but expected to contribute to one of the nation's leading online libraries. The academic services librarian works under the director of library operations as part of the extended library, electronic course materials, and APUS ePress team within the academics department.

This role functions in a collegial team environment, stresses cooperative endeavors, and encourages exploration. The academic services librarian's work presupposes extensive involvement with electronic media and the web.

Essential Functions:

• Performs library operations services, including general finance.

• Provides interlibrary loan and APUS library lending services.

• Provides reference assistance and instruction to include online library navigation, reference materials, research strategies, and the interlibrary loan process.

Communicates with students, faculty, staff, lending institutions, and publishers.

• Maintains database metrics and reporting monthly library statistics to include library website and loaning operations.

• Maintains physical book collection integration and library catalog maintenance.

• Performs cataloging to include AACR2, LC subject headings and classification, and MARC formats.

• Works under the direction of the director of library operations to serve as part of the web team to include coordinating the design, content build and maintenance of the library's CMS/web page.

• Works within web environment to facilitate connection with vendors and electronic databases.

• Manages the library's social networking sites and determines content for social applications as needed.

• Implements software platform configuration and settings and other non-programming implementation tasks.

• Coordinates pre-production, production and post-production planning activities for video content creation within the library, in cooperation with library staff.

• Contributes to the work and management of project(s) within own function/discipline with a moderate level of guidance and direction.

• Performs other duties as assigned.

Work Environment and Physical Demands:

• Standard office environment in Charles Town, WV.

Required Skills:

• Knowledge of the principles and practices of library functions.

• Mastery of online searching and considerable knowledge of library products.

• Service commitment to the University's mission, students, and faculty.

• Ability to communicate and work as part of a team.

• Attention to detail and record keeping.

• Competence in working with automation and web resources.

• Working knowledge of educational resources on the Deep and Open Web.

• Familiarization with Online Computer Library Center (OCLC) processing to serve as backup to interlibrary loan coordinator.

• Demonstrates a willingness to learn and advance.

• Demonstrates creativity, flexibility, and a positive attitude.

Required Experience:

• Master's degree in Library and Information Sciences required.

• Experience with office management software required.

• Experience working in a University, library or bookstore setting preferred.

• Working knowledge of library automation systems preferred.

• Focused certification or specialization preferred.

• A strong background in computers/technology and non-print materials formats preferred.

• Requires knowledge and experience in own function/discipline; still acquiring higher-level knowledge/skills.

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